

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>AT-RISK AFTER SCHOOL PROGRAMS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  7/1/03; 8/06	REVISED  2/12	CHAPTER  6	SECTION  6.3
CHAPTER Chapter 6. Requirements of Management – Sponsoring Organizations	SUBJECT Sponsoring Organizations – Disbursements			

Sponsoring organizations (SOs) shall make payments to at-risk after school programs under their jurisdiction within five operating days of receipt from the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA), if the SO maintains agreements with unaffiliated (not a legal entity) facilities. Reimbursement to centers may not exceed the applicable meal rate times the number of meals documented at each facility.

Sponsoring organizations of unaffiliated at-risk after school programs may charge the institution a fee for administrative services. The fee charged shall be based on the **actual expenses** of the sponsor for services provided to the center. The fee should be a straight charge to the center for one CACFP service or multiple CACFP services for a given period of time. The fee shall not be calculated as a percentage or portion of the monthly claim; however, the total amount of the fee shall not exceed 15% of the total meal reimbursement for each facility. The sponsoring organization must maintain detailed cost documentation relative to the actual cost of administering the CACFP in the facility to support the administrative fee charged and the costs for each facility under the organization's sponsorship.

MDHSS-BCFNA shall be informed of the fee charged. The sponsoring organization shall include in its application, a complete breakdown of the costs incurred in order to justify the fee charged. MDHSS-BCFNA will monitor the fee charged and the costs for each center under sponsorship. Under no circumstances may the fee charged to the center exceed 15% of the total meal reimbursement, unless the sponsoring organization has requested written approval and provided adequate justification to MDHSS-BCFNA.

Reference: 7CFR 226.16(h)